Guide to Residence Living
2018-2019

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The Guide to Residence Living is a publication of University Housing at Florida State University and is available in alternate format upon request.
Residential Student Experience

In your day-to-day living in the halls, you are most likely to interact with a member of the Residential Student Experience staff. While their roles are described on the following pages, we wanted to share a bit about what the “Residential Student Experience” means.

University Housing is not just a place to live. It is an educational environment, where we are dedicated to helping you learn outside of the classroom and preparing you for life beyond college. To this end, we do not see the buildings as “dorms”, which conjures up unsightly images. We refer to them as “residence halls,” which are designed to facilitate the development of the individual and community throughout one’s residential experience on the college campus. In addition to the typical services provided in a housing operation, you will find opportunities to become involved, work with quality, trained and professional staff, as well as gain exposure to opportunities that will help you determine your personal goals, develop your identity, and connect with others and the community. These are all things that you will carry on well beyond your time in the halls.

The Residential Student Experience mission is to foster the lifelong learning of every resident through the promotion of scholarship, personal wellness, engagement, appreciation of differences, and responsible citizenship. As you can see from our mission, there are five major areas to which we want all residents in University Housing to be exposed during their tenure with us. Following is a more in-depth description of each of these tenets:

Scholarship – Resident students are afforded opportunities for growth and development in lessons learned in the living laboratory that is the residence hall environment. Residents will have the opportunity to participate in educationally focused programs based on the students’ collective interests that will define their academic and/or career goals. As such, residents will create and implement tools and techniques that foster their academic success.

Personal Wellness – Resident students live in an environment in which each individual takes responsibility for his/her own well-being and where there is also a spirit of collective and shared relationship between residents. Residents are expected to make choices that are healthy, preserve personal safety, and demonstrate careful thought in their execution. Residents are encouraged to engage in exploration that does not place their personal, physical, psychological or spiritual selves in undue jeopardy. The residence hall provides a framework for students to learn about healthy lifestyles and choices and an environment in which to try out new ways to meet healthy and desired outcomes.

Engagement – Resident students are encouraged to become connected with the residence hall community and the University at large by becoming active and committed participants within the community. Students who connect with others through organizations, coursework, common interests, and shared experiences, demonstrate an increased persistence toward graduation.

Appreciation of Differences – The residence halls at Florida State University are inclusive communities comprised of students from myriad backgrounds, traditions, experiences, and perspectives. The residence hall is a place where all belief systems, experiences, traditions and perspectives are welcomed, fostered, and invited to be shared. Resident students are encouraged to find similarities between each other and to celebrate the things that also set them uniquely apart from one another in a mutually supportive environment of personal exploration, growth and development.

Responsible Citizenship – Students living in the residence hall community are conscious of how their actions and choices may affect the environment of others around them and will think critically before making choices that may adversely impact the lives of others around them. Residents will be intentional about living in a manner that enhances the fabric of the residence hall community and will encourage others to do the same. Resident students are expected to act in accordance with the policies and guidelines set forward in The Guide to Residence Living and the Student Conduct Code and the Seminole Creed.
Residence Hall Staff

Residence Hall Staff members strive to maintain a comfortable and educational environment for all residents. They train together weeks before you arrive and work together throughout the year to make your living experience on the campus of Florida State University the best ever!

Residential Student Experience staff are available 24 hours a day and prepared to deal with situations ranging from the simplest question to crisis and emergencies. The following are descriptions of the various staff you may come in contact with throughout your stay with University Housing:

Student Staff
As you move in, you will notice a variety of student employees who work for University Housing. All of these student staff members are trained in their particular roles and are excellent resources. Student-staff include Resident Assistants, Receptionists, and Night Staff.

Resident Assistants: When you move in, look for your Resident Assistant (RA). RAs are full-time students who live on the floors in the halls. An RA’s role is to assist with individual and group concerns, plan community building programs, enforce housing policies, and are on-call during evening and weekend hours. Resident Assistants are available at hall desks from 8 p.m. to 11 p.m. seven days a week.

Receptionists: Between 7 a.m. and 8 p.m., a student Receptionist is available at the hall desk. Receptionists are available to answer questions, assist with lockouts, check-out equipment such as board games and cleaning supplies, and assist with the day-to-day hall operations. They act as a liaison to Head Staff and serve as a great resource as experienced Florida State students.

Night Staff: Between the hours of 11 p.m. and 7 a.m., Night Staff members staff the desks and complete regular rounds of the buildings to ensure safety and address policy violations. They can assist with resident concerns and will enforce policies. They serve as a liaison to Head Staff and serve as a source of safety and policy enforcement during the night and early morning hours.

If you would like more information on these positions or employment opportunities within University Housing, please visit: http://www.housing.fsu.edu/employment

Head Staff (Professional & Graduate Staff)
Each residence hall and residential complex has administrative staff who oversee Resident Assistants, Receptionists and Night Staff. These individuals come from a variety of backgrounds, but all are dedicated to the successful functioning of the halls and ensuring that policies and procedures are followed. These individuals live and work in the hall or complex and have offices near the front desk. Residents are encouraged to drop in or schedule an appointment with their Head Staff. Head Staff may be contacted through the student staff in the event of an emergency 24 hours a day.

Residence Coordinator: Residence Coordinators supervise individual residence halls and hall complexes. These live-in Master’s level professionals assume responsibility for the total operation of a residence hall. They supervise staff, advise and provide support to individuals and groups, coordinate hall programs, and serve as conduct officers for students who allegedly violate policies.

Program Coordinator: Program Coordinators oversee the daily operations of a programmatic functional area such as Night Staff, Inter-Residence Hall Council (IRHC), National Residence Hall Honorary (NRHH), staff recruitment and training, Conduct Board, etc. These Master’s level professionals assume responsibility for the operation of this functional area.
**Assistant Coordinator:** Assistant Coordinators are full-time graduate students who assist Residence and Program Coordinators in ensuring the smooth operation of residence halls in the larger halls and complexes. They supervise staff, advise and provide support to individuals and groups, coordinate hall programs, and serve as conduct officers for students who allegedly violate policies.

**Hall Director:** Hall Directors are full-time graduate students who are responsible for the total operation of smaller halls and supervise a smaller student staff. They supervise staff, advise and provide support to individuals and groups, coordinate hall programs, and serve as conduct officers for students who allegedly violate policies.

**Facilities Staff**
Each hall has a designated Facilities Supervisor, Custodial Staff and Maintenance Technician. These full- time employees oversee custodial and maintenance services of the residence halls. Among these services are: room repair requests, bathroom cleanings, Health and Safety inspections, and maintenance inspections. For more information on their role, visit: [https://housing.fsu.edu/current-residents/facilities-resources/what-we-do](https://housing.fsu.edu/current-residents/facilities-resources/what-we-do)

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**Residence Hall Information**

This list highlights some of the most frequently accessed services in the halls. If you need further information or want to ask about other services available, please see a staff member or go to your hall’s front desk.

**Lock-out Assistance**
If your key is lost or if you have misplaced your key, temporary lockout keys are available at the residence hall’s main desk 24 hours a day. Upon confirmation of your identity, staff will sign out a key and expect you to return the key within 30 minutes, or staff will escort you to your room with the key and unlock the door. If you have lost a key or are unable to locate your key, a lock change must be requested for the safety and security of the room and will be billed accordingly to your student account.

**Equipment and Game Rentals**
Your residence hall front desk has many resources available for your use throughout the year. Many of these resources are available to rent throughout the day including board games, materials for use in the hall study rooms, cooking supplies, and cleaning supplies. To check out equipment, from 7 a.m. to 11 p.m., residents will need to provide a valid identification card to the front desk that will be held until the equipment is returned. There is no check-out available from 11 p.m. to 7 a.m. **Florida State University ID cards are not accepted to check out equipment.** To see what equipment is available in your hall, check with your RA or ask a staff member at the front desk.

**Maintenance and Repairs**
To have repairs done in student rooms or public areas, submit a work order via the University Housing website [https://housing.fsu.edu/current-residents/facilities-resources/](https://housing.fsu.edu/current-residents/facilities-resources/) Students can also contact the Facilities Supervisor in each hall for any facility questions that they may have. To find the Facilities Supervisor for your community, please visit our website and look for your residence hall. Additionally, staff will post dates for health and safety inspections, air-conditioner filter changes, and other special cleanings and repairs.

**Bathroom Cleaning**
During the semesters, Custodial Staff will enter residents’ suites or apartments to clean the bathrooms on a perpetual schedule. This service will most likely be performed multiple times a semester as a preventative cleaning and maintenance effort. As such, residents are still responsible for the day-to-day cleaning and upkeep of their bathrooms.
Residents will be notified that their bathroom is due to be cleaned via posted signs by facilities staff in the halls, as well as door hangers, which will be placed on room doors the day before staff plan to enter the room and clean. Residents cannot schedule or request additional cleanings outside of the perpetual cleanings planned by staff, but can seek advice on proper ways to maintain bathroom spaces from their hall’s Facilities Supervisor at any time. Residents cannot refuse cleanings, as this is a preventative maintenance service. If you have questions on the cleaning supplies used, speak with the Facilities Supervisor of your community.

**Information Technology Services (ITS)**

ITS is the service provider for RESNet (high-speed internet in the residence halls) in the residence halls. Wi-Fi is available in all halls but students are encouraged to also bring an Ethernet cord for direct connection. RESNet service is provided for no additional charge to all on-campus residences. Call 850-644-4357 or go to [http://helpdesk.fsu.edu/](http://helpdesk.fsu.edu/) for assistance with or information about any of the above services.

**Wireless Printers and Gaming Systems**

Students should not utilize wireless printers with the wireless capability turned-on, as the wireless printer function interferes with the wireless network within the halls. All printers should be wired and connected to a computer. Gaming systems must be registered via the ITS website.

**Cable TV**

Seminole Cable Vision (SCV) is included as a residence hall amenity in your room. You will incur no additional costs to enjoy cable in your room. There are 120 channels including 70 channels of programming in HD. Residents wishing to access cable in their living spaces will need to have a cable ready television with an internal QAM tuner and a coaxial cable to hook into the cable access point in your room. Televitions should not be secured to room walls. Any damage to room walls may be assessed and repaired during the academic year or upon move out. To see the Seminole Cable Vision channel lineup, [click here](http://laundryview.com/lvs.php). On-campus residents have access to XFINITY On Campus. XFINITY On Campus offers 100+ live streaming channels, premium channels, and DVR recordings.

For more information regarding cable television information (Set-up, Repairs, Troubleshooting, FAQ’s), [click here](http://laundryview.com/lvs.php).

**Pest Control**

To help prevent pest issues in your room, remove all trash from all spaces on a regular basis. If you are having problems with insects, report the problem to your front desk as soon as possible. A sign-up sheet at each hall desk is available to request pest control treatment. **Rooms are treated for insects by request only.** Please help us in this service by keeping your trash cans emptied and dishes clean throughout the year.

**Laundry Facilities**

Laundry rooms are only for the use of residents. These machines are available for use 24 hours a day and operated with the FSUCash system. Visit [http://laundryview.com/lvs.php](http://laundryview.com/lvs.php) to see what washers and dryers are available in your hall, or go to the myFSU Mobile app, and review the Laundry options to find an available machine in your community.
Mail Service & Deliveries
UPS, FedEx, DHL, and United States Postal Service mail is delivered to the UPS Store at the Oglesby Student Union. The housing assignment invoice lists your U-Box number (five digit box number). The key for the box is issued at the UPS in the Oglesby Union. Packages will be accepted by the UPS Store across from student mailboxes in the Oglesby Union. When packages arrive students will be notified with a notice in their mailbox and an e-mail. Student will need a photo ID to pick up their package.

Deliveries from florists may be made to the hall office; if a delivery is taken to the hall, a Receptionist will notify students when deliveries arrive. Photo ID and signature are required for any items received. For more information on the address for your specific residence hall, check with your hall’s desk or go to: https://housing.fsu.edu/current-residents/living-on-campus/student-mailing-addresses.

Windows
Unhooking or removing window screens is not allowed for any reason. Damaged screens should be reported to the Facilities Supervisor for your building. Removal or damage to screens may result in financial charges to the student. Charges for damages to public areas and equipment may be incurred to all students assigned to separate wings, floors or within entire halls as appropriate. Housing Facilities Staff recommends that residents keep room windows closed as a way to help regulate the humidity and moisture levels in rooms. Florida is a very humid state and open windows can cause walls and ceiling in student rooms to “sweat.” Some window screens are affixed using a red plastic cord; students are prohibited from breaking this cord or removing the window screen.

Mold and Mildew
Tallahassee and the surrounding area experience high levels of humidity and temperature in Spring, Summer, and early Fall. Compared to other geographical regions, this climate creates more opportunities for environmental issues such as moisture, mold and mildew to occur. Please know that our Housing Facilities staff has HVAC equipment in place to maintain suitable environmental levels in our residence halls.

That being said, there are steps you can take to help discourage higher levels of moisture and humidity in your room:
- Notify the Facilities staff of any concerns related to air conditioning/bathroom fan malfunction, and/or recurring moisture issues
- Although it is not needed to maintain target humidity levels, students are permitted to purchase/bring one small dehumidifier, which may assist in the reduction of humidity in their space. If you do bring a humidifier, plan to check it in case it needs to be emptied.
- Keep the air conditioning/heating system on and the windows closed
- Utilize bathroom exhaust fans when available. Most are constantly running.
- Wipe off visible moisture and sitting liquids from windows, walls, floors, vanities, sink tops, and other surfaces that get wet/damp easily as soon as reasonably possible
- Hang damp towels, and any wet shoes, jackets or clothes, in a well ventilated area
- Avoid air-drying dishes and clothing
- Keep a clean room- do not leave food sitting out in open air to collect moisture and promote growth
- Keep closet doors ajar to improve air circulation; don’t over-pack closet to allow air to circulate

If you do come across HVAC or other room issues in your space, please report it immediately via the Repair Request. The sooner we are aware of it, the sooner we can assist you in solving this problem.

Care of Student Rooms and Public Areas
You are responsible for the care of your room and furniture. University Housing does not provide housekeeping services in student rooms. Damages, alterations, or unauthorized use of rooms or special cleaning necessitated by improper care of public areas, rooms or equipment, may result in financial charges to residents.

**Sustainability**

Being sustainable means living in such a way that you could sustain your lifestyle indefinitely without running out of the resources being used to do so. It is critical that we all do our part to live more sustainably, and we would like to encourage you to be sustainable while you are living in the residence halls.

If you would like more information regarding sustainability and the effects of living unsustainably the following websites can serve as additional resources:

http://www.epa.gov/sustainability/
http://sustainabletallahassee.org/
http://sustainableflorida.org/

**Recycling**

University Housing offers in-hall recycling for paper, plastics, glass and aluminum in designated areas throughout the residence halls. We also encourage cardboard recycling by placing clean (non-food used) cardboard items by the dumpsters outside of the halls.

**Blue Recycling Bins**

These bins are in all of the residence hall rooms and should be utilized to sort recyclable materials. These bins can then be taken to the recycling location in your building, so that materials are sorted properly.

**Passionate About Sustainability? Get Involved!**

**Become an Eco Rep**

There are many ways to get involved with promoting sustainability on campus. An excellent opportunity for promoting sustainability in the residence halls is to become an Eco Rep. Eco Reps are vital members of the elected Hall Council Executive Board who work directly with the FSU Sustainable Campus Initiative and their residence halls to develop sustainable practices.

Get more information at the following website: [http://www.sustainablecampus.fsu.edu/](http://www.sustainablecampus.fsu.edu/)
Move-In

Key Distribution
Keys are issued for your room. There is no charge for keys at check-in, but they must be returned when you change rooms or vacate the building. If you lose or fail to return any keys to your room, you will be charged for a lock change.

Room Condition Reports
All incoming residents use Room Condition Reports (RCR) to note the existing condition of their assigned room. Damages not noted on the original RCR will result in financial and/or conduct charges when a student vacates their room. Hall staff will make an initial assessment prior to a resident’s arrival, but residents should verify any notes and add additional notes if needed. This information can be passed along to your Resident Assistant or front desk.

Room Refrigerators
Rooms are provided with one refrigerator from University Housing. No other refrigerator or freezer is permitted. Residents are responsible for cleaning their refrigerator on a regular basis and before they vacate their room. Students with extra refrigerators will be subject to disciplinary action.

Additional Appliances
Due to electrical as well as plumbing constraints and concerns, the use of appliances such as dishwashers, additional refrigerators/freezers, or personal washing machines is not permitted in University Housing. Cooking appliances, with the exception of microwaves, are meant to be stored in suites/rooms and taken to the kitchen for use.

Storage of Bicycles and Motorized Vehicles
Storage for bicycles in student rooms is available with permission of the roommate. Because of the possibility of fire, at no time may motorized vehicles (including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, carts, etc) be operated, charged, or stored inside any residence hall. Any internal combustion engine vehicle discovered in a residence hall room will be removed and stored at the owner’s expense. Bicycles stored outside must be in appropriate bicycle racks. Any bicycle that is not attached to an appropriate rack is subject to removal.
Personalize Your Room

We encourage residents to be creative and personalize your space; it’s your home away from home! However, there are some guidelines to consider before proceeding with your decorating plans. If you ever have questions, please ask a Residential Student Experience or Housing Facilities staff member.

Furniture
All furniture provided by the University must remain in your room and all lounge furnishings must remain in the public areas.

Lofts
Lofts are not permitted in the residence halls since beds with adjustable heights are provided in most spaces.

Bed Risers
To gain additional space for storage under beds, bed risers may be purchased and utilized to raise moveable beds as high as six inches from the floor. If you would like your bed raised, contact your Facilities Supervisors for assistance.

Cement Blocks and Bricks
Cement blocks or bricks are not permitted in the residence halls due to concerns about safety and damage. They may not be used as risers for beds or other furniture in the rooms at any time.

Damage to Walls
Because of damage caused to walls, nails, wall mounted TV brackets, wall mounted shelving and other such items are not permitted in the residence halls. Students should not attempt to repair or paint walls.

Getting Involved in the Halls

There are a number of ways to become involved in your hall and community. In addition to the employment opportunities detailed previously, there are also several volunteer opportunities and organizations available in the halls:

Hall Ambassadors
Hall Ambassadors are current residents of the hall who give tours and talk with potential housing residents and Florida State students and families about what living in the halls is really like. Ambassadors are volunteers who introduce prospective students and residents not only to the residence halls but also to University Housing, in general. They are essential in educating the prospective student about the joys of campus living. In addition to giving tours of the building, Ambassadors show their room as a display room, while describing the hall and providing their insight as a student at Florida State. If you’re interested in becoming a Hall Ambassador, please see your RA or the Head Staff of your building.
Join your Residence Hall Council
As classes begin and everyone looks to get involved in campus activities, you don’t have to look any further than your own home! Hall Council volunteers plan social events, approve the purchase of equipment for cleaning, cooking, and recreation, and participate in community service projects. An ideal Hall Council is one that provides these services and gives residents a chance to speak out and be heard on the issues that affect Florida State University residents. Each hall begins the year by electing a hall executive board. Every resident is eligible to run for office. Continue the leadership tradition and attend an election workshop for details. Look in your hall for information during check-in.

Floor Representatives are needed, too. They may be asked to vote on monetary appropriations for programming and to approve the use of public lounge space by campus organizations. See your RA for more information.

Inter-Residence Hall Council
Every hall council is represented in a larger organization known as the Inter-Residence Hall Council (IRHC). The IRHC serves as a bureau of the Student Government Association. The main purpose of IRHC is to support hall programs and activities campus-wide and to represent the views of students to University Housing, Student Government, and university administration. Every resident is a member of the IRHC and may volunteer for committees, run for office, and attend state, regional, and national conferences. Each residence hall has the opportunity to vote at the weekly IRHC meetings. Traditional IRHC activities include a fall leadership workshop (IRHC-U), participation in homecoming activities, intramurals, Lord of the Wings and Residence Hall Week.

For more information about IRHC visit:
Website: [http://sga.fsu.edu/?page_id=325](http://sga.fsu.edu/?page_id=325)
Facebook: [https://www.facebook.com/IRHCFSU](https://www.facebook.com/IRHCFSU)
Instagram: @IRHCFSU
Twitter: @IRHCFSU

National Residence Hall Honorary
Students who dedicate at least a semester of service to their residence hall community and maintain a high grade point average may be selected into the Garnet and Gold chapter of the National Residence Hall Honorary (NRHH). Chartered in 1981, NRHH recognizes residence hall leaders who excel in academics, leadership skills and service activities. Membership in NRHH is limited to the top one percent of all residence hall leaders. NRHH provides opportunities for involvement in the University and the community. Each month the NRHH recognizes outstanding efforts by student leaders and Housing employees alike, culminating in its annual Torch Awards program at the end of the year. NRHH will hold recruitment drives each semester, so look for more information and applications throughout the year.

For more information about NRHH:
Website: [http://www.nrhhfsu.com/](http://www.nrhhfsu.com/)
Instagram: @fsunrhh

Conduct Board
Conduct Board is a group of current housing residents who hear cases of alleged violations of the Student Conduct Code and Housing policies by residents. Conduct Board members are responsible for hearing the alleged violation(s), and, with support of an advisor, determining if the party is responsible for the violation and what sanctions will be assigned. This is a fantastic involvement opportunity for students with an interest in law, social justice, or the upholding of community standards! If you’re interested in being a part of the Conduct Board, please contact the Residential Student Experience Office at 850-644-2863.
Roommate Relations

Many students come to campus with limited experiences in sharing a room with another person. You and your roommate(s) may be fortunate enough to develop a life-long friendship, or you may just live together for a short time and then move on to other living situations. When people are sharing a living space, it is natural for conflicts to arise sometimes, regardless of whether the roommates have just met or have known each other for years. Even though you and your roommate will probably disagree about some things, you both have come to Florida State University to succeed. Our goal is to have all roommates get along, be civil to each other, and enjoy a comfortable living environment.

If you need assistance, Residence Hall Staff are here to help. We have created a Roommate Agreement that should be completed during your first few weeks, with the help of your Resident Assistant. This document is reviewed by your Head Staff. It is a guideline for discussion as well as a record of agreements between you and your roommate. When discussing your preferences and compromises, keep the following in mind:

Tips for a Successful Roommate Relationship

• Communicate in-person, early and often! Address problems right away in a face-to-face manner. Electronic communication has a tendency to be misinterpreted. Do not let an issue simmer until you are so angry that you cannot have a constructive conversation with your roommate about the issue. Lack of communication is a source of many conflicts.

• See your RA and complete the Roommate Agreement as soon as possible. Come to agreements that you can live with, and terms that you both can agree on.

• Set realistic goals: don’t expect your roommate to be your best friend and constant companion. Best friends who room together have often rethought that idea after one semester.

• Be considerate of your roommate’s privacy and values, and be open to new lifestyles and possibilities.

• Courtesy is contagious. Ask before borrowing anything, take accurate messages, honor the agreements you make with each other.

If Conflict Occurs...

• When discussing your conflict, maintain a respectful demeanor, be honest, and be willing to compromise.

• While it is natural to vent your frustrations, involving other residents and friends on the floor is unfair. Keep the issue private.

• If you cannot express yourself verbally, try writing down your concerns first.

• If you are having trouble managing the conflict, ask your Resident Assistant or Head Staff for help.

• In the event that a roommate or suitemate agreement cannot be reached, University Housing reserves the right to set reasonable expectations of roommates or suitemates. Additionally, University Housing reserves the right to relocate residents, as deemed necessary.
Moving-Out

Any time a resident moves out of their current residence hall room, regardless of time of year or reason, they must abide by the following check out procedures:

Cleaning Your Room
Residents are to completely clear their room prior to checking-out. All trash should be taken to the trash room and put in the trash chute. Large items should be taken to the dumpsters behind the building. Students should not leave behind items they do not want in their room. Trash left behind can result in financial and/or conduct charges.

Initiating the Check-Out Process
When you are ready to check-out (room is clear of all personal belongings and cleaned), you should call or visit the front desk and inform the Receptionist or RA of your intention to check out. The Receptionist or an RA will check you out of your current room. Residents must check-out with an RA before permanently leaving the residence hall.

Damages
During check-out RAs will use your Room Condition Report to note the current condition of your room. Damages noted during check-out that are not on the original RCR will result in financial and/or conduct charges when a student vacates. RAs simply note any damages at check-out, the Head Staff of the building will make all final damage assessments and charges in conjunction with the Facilities Supervisor. Residents will be notified of damage(s) and cost to repair damage(s) via email within 5-7 business days after checking out. To appeal a damage charge, residents may send appeal request to appropriate hall staff within 10 business days of damage bill receipt. The appeal should include the resident’s name, residence hall/room number, detailed explanation of refuted charge, and scanned copy of RCR, whenever possible.

Key Return
The last part of the checking out process should be returning your key to the front desk of your residence hall. After the RA checks your room condition, they will walk with you to the front desk where you will return the key to the Receptionist who will sign the key back in. Failure to return any keys to your room will result in a charged for a lock change.

Abandoned Property
Any items, regardless of value, left in rooms when occupancy is terminated will be considered abandoned property. Residents may be billed for the cost incurred by storing or properly disposing of such items. All such articles shall be kept for 30 days after the student has departed. If not claimed during this period, they will be disposed of by University Housing.

End of the Year Check-Out
At the end of the Spring semester all residents will check-out of the residence halls. In order to accommodate the vast number of residents moving out during the final week of the semester, the checkout process during Spring closing is more structured. Your RA will have a special meeting near the end of the Spring semester, prior to finals week, to explain the details of spring closing. We additional post bulletin boards on every floor with closing information. For specific information for your floor, please see your RA.
Safety

A good question to ask when visiting a college campus is, “How safe is this community?” On the campus of Florida State University, a good answer to this question is, “This community is as safe as those who live here.” In addition to this brief introduction on safety, please also see the University Housing publication – “Orientation to Campus Safety” at https://housing.fsu.edu/_documents/Orientation-to-Campus-Safety.pdf for further information and ideas.

Safety Concerns in the Halls
Get into the habit of locking your room door every time you leave the room, and even when you are inside the room alone. Get out of the habit of responding with “Come in!” when there is a knock at the door. Carry your keys with you at all times. Never admit a non-resident into the hall. Do not prop exterior doors and, if you see a door propped open, close it immediately.

Keys & Access Cards (FSUCard)
Residence hall students are expected to use provided keys and/or FSUCards to maintain the safety and security of the hall and individual rooms, suites and apartments at all times. Providing keys and/or FSUCards to anyone else (friends, roommates, parents, etc.) is a violation of University policy. University Housing will only issue keys and FSUCard access to halls based on an individual student’s assignment. Students should always be able to produce their key and/or FSUCard at all times. Inability to do so may result in a staff necessity to charge a student for a lock change that will be billed to the student’s FSU account. This action is necessary for staff to ensure the safety and security of the hall, room, suite or apartment, both on behalf of the student and community.

Valuables
We strongly recommend renter’s insurance for the duration of your stay on campus. We cannot accept responsibility for damage or theft of students’ property. Money and small valuables should be kept in a bank or safe deposit box. Laptop computers and other personal valuables can be engraved using our Operation ID Program and kept in a secure area. See your RA or Adopt-A-C.O.P.P. for details. Lockable drawer space is provided in your room and may be secured with your own padlock or combination lock.

Elevators
If the elevator stops working while you are inside, you should press the alarm button and remain inside the elevator until help arrives. The alarm should only be used in event of emergency. Trained elevator personnel and Fire Department personnel are the only people authorized to remove occupants trapped in an elevator. Under no circumstances should you attempt to release trapped occupants or to force elevator doors open. Residents should report elevator problems to the front desk of the hall or University police right away.

Weapons
Possession or use of a firearm, knife, sword, pellet gun, air gun, spring loaded or paintball gun, or other weapons on campus is a violation of the FSU Student Conduct Code. Students found in the possession of any weapons will be subject to disciplinary action.
Fire Safety
During fire alarms, residents may not use elevators and should use the nearest stairway to leave the building. Evacuation drills, held at least once per semester, help familiarize residents with procedures to evacuate the building safely. Recommended evacuation routes are provided through stickers on the back of each room/apartment door. Always leave the building when you hear the fire alarm. Do not tamper with fire equipment such as extinguishers, hoses, and alarm pull stations or disable or cover smoke detectors. Intentionally activating a false fire alarm is a violation of State Law 806.101 and the FSU Student Conduct Code. Anyone who activates a false alarm is subject to disciplinary action as well as criminal prosecution. At no time may anything be hung from sprinkler system pipes or sprinkler heads. Damage to this system could cause damage to personal belongings and to residence hall property. Candles, even for decorative purposes, are prohibited in all University residence halls.

Cooking and Appliances
Due to fire safety and electrical concerns, appliances over 700 watts are not allowed for use in student rooms. Microwaves and cooking facilities are available throughout the halls in provided kitchen facilities. Other appliances with an open element, such as toasters or toaster ovens may not be used in student rooms. They may be unplugged and stored in the room for use in the kitchen facilities only. Similarly, clean George Foreman grills, hot pots, rice cookers and other “heated element” type cooking devices may also be stored unplugged in rooms and only used in the kitchen facilities. If you ever have a question about what appliances may be used in a room, please ask a staff member.

Identity Theft
Do not give personal information to unknown individuals. If they get your Social Security number, they may obtain access to confidential information, from credit information to university documents.

Online Safety
Exchanging stories with someone in an online chat room does not make it safe to give them your telephone number or tell them where you live. If you choose to meet with someone you have been communicating with online, make sure the meeting takes place in a public place. Be careful about what information you post on social networking websites.
Safety Resources

Florida State University Police Department (FSUPD)
The Florida State University Police Department (FSUPD) located at the corner of Jefferson Street and Woodward Avenue, is available to assist students, faculty, staff, and visitors of the University. Police service is provided 24 hours a day, seven days a week. FSUPD can be reached at 850-644-1234. If you are looking for assistance in your hall, call the front desk. Most hall offices are staffed 24 hours a day. The Florida State University Police Department also provides liaisons, also known as Adopt-A-C.O.P.P.s, to the residence hall community. These officers participate in staff functions and spend extra time in the halls doing security rounds and interacting with students. For more information, go to http://police.fsu.edu

Victim Advocate
The Victim Advocate program can provide assistance if you or someone you care about has been the victim of a crime. Advocates provide crisis intervention, counseling, and appropriate referrals. You may contact an advocate by calling 850-644-7161 or 850-644-2277 during weekday office hours, or by calling FSUPD at 850-644-1234 on evenings or weekends. For more information, go to http://victimadvocate.fsu.edu

FSU Guardian
FSU Guardian is a new service that allows you to rapidly provide information about yourself to the FSUPD during an emergency. By building a personal profile, information about you can be immediately accessed by FSUPD dispatchers should you call from a registered cell phone. FSU Guardian can also provide police with GPS coordinates from your phone – if available – which can decrease response time and allow first responders to locate you should you not be able to give them your location. To learn more about the FSU Guardian, visit: http://www.police.fsu.edu/FSU-Guardian

S.A.F.E. Ride Program
This program is sponsored by SGA and provides students an evening transportation service around campus. Calling 850-644-SAFE (7233) from your residence hall, the library, or parking lot will bring a van or cart to your location, and take you anywhere on campus. During the fall and spring semesters Night Nole, sponsored by SGA, provides students with a safe ride home from the Tennessee Strip and other late-night venues. If you are walking or jogging at night, use a lighted path and be aware of the FSU blue light trail around you. Blue lights indicate emergency phones.

FSU ALERT System
In the event of any emergency on campus, the university will use the FSU ALERT emergency notification system to warn everyone. There are up to 22 ways that FSU can use to alert the campus community in the event of an emergency, including: outdoor warning sirens, blue lights, e-mail, text messages, or NOAA weather radios. If one or more of these systems is activated, seek shelter in the nearest building and try to get more information by visiting the university website, http://www.fsu.edu, calling the hotline 850-644-INFO (4636) or tuning a radio to 530AM. To learn more about the FSU ALERT system, including how to register your cell phone for text messages, visit http://alerts.fsu.edu/.
Severe Weather

In the event of severe weather, the University will use the FSU ALERT emergency notification system (including outdoor warning sirens, blue lights, e-mail, text messages, or NOAA weather radios) to warn the campus community. If one or more of these systems is activated, seek shelter in the nearest building and try to get more information by visiting the university website, http://www.fsu.edu, calling the hotline 850-644-INFO (4636), tuning a radio to 530AM. To learn more about the FSU ALERT system, including how to register your cell phone for text messages, visit http://alerts.fsu.edu/.

Following is some additional weather-related information to be aware of:

Severe Weather
Tallahassee is subject to strong to severe weather, especially during the spring and summer. In the event of severe weather (severe thunderstorm, tornado, or flash flood warning), an FSU ALERT will be issued. Seek shelter in the nearest building away from doors and windows until the storm has passed. These storms can bring winds in excess of 60 miles per hour, 3/4" hail, severe lightning and torrential downpours. It only takes 6 inches of moving water to knock you off your feet and 2 feet of water can float an SUV! Turn around. Don't drown! Do not attempt to walk or drive through any floodwaters no matter how deep or fast you think it is.

Lightning
When lightning is occurring, the most dangerous place to be is an open area, such as a sports field. Nearly half of all lightning deaths occur in open areas. Many people are struck when they go under a tree to keep dry during a storm. Outdoor water activities such as swimming, boating and fishing are very dangerous during lightning. Seek shelter in a substantial building such as a residence hall, and do not be tempted to watch lightning from open windows or doors. A lightning strike to the ground or water can travel horizontally more than 30 feet in all directions. Therefore, when thunderstorms are approaching, avoid outdoor activities as if your life depends on it – because it does! Your National Weather Service promotes the 30-30 Rule in seeking safe shelter. The 30-30 Rule states: When you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, go immediately to a safer place. As the storm passes, wait 30 minutes or more after hearing the last clap of thunder before leaving your shelter.

Hurricanes
June 1 through November 30 is hurricane season in Florida. In the event of a hurricane or tropical storm threat to Florida State, the university will provide specific recommendations well in advance for how students should prepare. Why wait for a storm though? Prepare now! The Florida State campus is one of the safest places in Tallahassee to be during a hurricane. It most cases, it is not necessary to evacuate residence halls for a storm, although you may be asked to leave your room for a safer location within your building away from doors and windows.

Those who are not familiar with severe weather terms may find the following definitions helpful:

- **A Hurricane “Watch”** indicates that a hurricane condition is a strong possibility and may threaten the Tallahassee area within 48 hours.
- **A Tornado “Watch”** indicates that conditions are favorable for a tornado during a set period of time.
- **A Hurricane “Warning”** indicates that a hurricane is expected in the Tallahassee area within 36 hours. Residents are advised to stay on campus and not travel home, as roads may become hazardous very quickly.
- **A Tornado “Warning”** indicates that a funnel cloud/tornado has been spotted in the immediate area and residents should find shelter immediately.
Visitation and Guest Policy

Visitation options determine when and if residents may have guests in their rooms. Residents must observe the designated policy for their hall for the total contract year. Enforcement of the visitation policy is the responsibility of the residence hall staff as well as residents. Visitation (either limited or full) may be revoked for individuals or groups in living units where continued violations of the visitation policy occur. Residents of a particular hall are considered guests when visiting with a member of the opposite sex within that same residence hall.

Visitation Policies

Self-Regulated – Visitation within student rooms is determined by mutual agreement among roommates at the beginning of the year and whenever occupancy of the room changes. Visitation means the periodic visits of guests and does not encompass cohabitation in a room, suite, or apartment.

Guest Policies

Guests are permitted in the halls only at the request of residents, who then become responsible for the conduct of their visitors. Guests must remain in the company of their resident host throughout their visit and must be escorted at all times. All guests must abide by university and hall regulations applicable to the resident host. The presence of guests of either sex shall not deny access or entry into the living unit, nor shall visitation cause any undue hardship on any other resident of the room, suite, or apartment. A guest in a room or residence hall is any individual who does not have a current housing assignment in that room or residence hall. In addition, residents of a particular hall are considered guests when visiting with a member of the opposite sex within the same residence hall.

Guest Entry

All entrances to residence halls are locked 24-hours a day. Telephones at the main entrance of each hall allow guests to call their host or the residence hall front office for admission to the hall. Tailgating (following a resident into a residence hall) is forbidden and a violation of housing policy.

Overnight Guests

Guests may stay overnight in a student room provided that each resident of the room or apartment gives his or her permission. Guests may not stay in University Housing facilities for more than three days in any thirty-day period except by permission of the hall’s Head Staff. Guests of the opposite sex may not stay overnight in halls with limited visitation. Cohabitation is not permitted in any residence hall.
Community Expectations

University Housing offers a unique community living environment. To preserve this special community, students are expected to exercise responsibility and to abide by the community expectations.

Community Expectations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these expectations. These expectations are a supplement to the Student Conduct Code and the University Housing Contract. Any violation of the expectations may result in disciplinary action. Students are expected to be knowledgeable of, and abide by, Community Expectations and the Student Conduct Code at all times.

For more information on the Student Conduct Code and to read all policies and procedures related to Student Conduct at Florida State University, go to: https://dos.fsu.edu/srr/

To review the University Housing Contract, go to: https://housing.fsu.edu/future-residents/contract-and-processes/housing-contracts and click on the contract you submitted.

1. Respect for Persons
   Students are required to refrain from behaviors that fall under the University’s definition of sexual misconduct, endangerment, harassment, and hazing. These specific behaviors are defined in the University’s Sexual Misconduct Policy, as well as sections SCC.e.1-4 of the Student Conduct Code.
   a. Visitation and Residents’ Guests
      i. In respect for the privacy of others, visitors are permitted during specified hours only in accordance with Housing visitation policies and your roommate/suitemate agreement.
      ii. Hosts are expected to meet their guests at the building entrance and escort their guests at all times while in the building. A guest is defined as someone whom is not assigned to the residence hall room, suite, apartment, or residence hall in which that person is located.
      iii. At no time should any resident provide entrance to a building to someone who is not his or her guest.
      iv. Residents are responsible, and can be held accountable, for the behavior of their guests. Residents of a room may be held responsible for the behavior and actions that take place inside their room or in the common area of the residence hall, regardless if the residents are present.
      v. Residents may have overnight guests in the halls in accordance with the visitation guidelines in place for their particular building. Guests may not stay for more than three days in any 30-day period without expressed permission from the Residence Coordinator, Assistant Coordinator, or Hall Director.
      vi. Cohabitation is not permitted; only the residents assigned to the room or apartment may live in that room or apartment.
   b. Unauthorized Recordings
      i. No resident may audio or video record, broadcast, or live stream another resident inside the residence halls, including all public areas, without their knowledge or consent. Audio or visual equipment includes, but is not necessarily limited to, computer microphones, computer webcams, cell phones, flip cameras, digital cameras, and other digital video or audio recording devices.
      ii. Non-residents are not permitted to engage in audio or visual recording, broadcasting, or live streaming within residence hall public areas (including, but not limited to, lobbies, lounges, kitchens, study lounges, recreation rooms, hallways, and laundry rooms) without the written consent of University Housing. Audio or visual equipment includes, but is not necessarily limited to, computer microphones, computer webcams, cell phones, flip cameras, digital cameras, and other digital video or audio recording devices.

2. Respect for Community
   Students are expected to be respectful of other residential members and the surrounding community at all times. As members of a residential community, all students are required to abide by policies that creates a community atmosphere for educational success within the residence halls.
   a. Noise and Quiet Hours
i. Quiet hours are in effect from 9 p.m. until 9 a.m., during which time no noise should be heard outside student rooms or in the building courtyard. Residents may extend these hours on their floor by a two-thirds vote of the floor. Residents may extend these hours for the courtyard by a two-thirds vote of the hall or complex.

ii. Courteous noise levels that promote an atmosphere of academic success should be maintained during all hours. Residents should be adhering to these hours and comply with requests to lower noise volume.

iii. The playing of musical instruments should be restricted to music practice rooms. Students playing instruments in their rooms may be asked to stop if their playing disturbs others.

b. Residence Hall Operations

i. University property may not be removed from student rooms or from residential public areas.

ii. Students are responsible for the cleanliness of their own residence hall room, apartment or suite. Residents may face conduct action and/or be charged financially for special cleaning needed by improper care of rooms.

iii. Sales including, but not limited to, running a business out of a room or any type of solicitation is not permitted in the residence halls. All materials to be distributed to students within the residence halls must be approved by the Residential Student Experience Office.

iv. Fish are the only pets allowed in a student’s room, suite or apartment. Each student may possess either a bowl or one aquarium not to exceed 30 gallons in capacity. No other pet is permitted within the residence halls.

c. Room Access

i. All room changes must be authorized by appropriate personnel and must follow established change procedures.

ii. Providing false information in an attempt to obtain a back-up key is prohibited.

iii. Students are not permitted to give their FSU Card or room key to others.

3. Respect for Health & Safety

Students are required to follow State of Florida law and abide by policies ensuring the health and safety of the university residential community. In addition to the following policies, students are expected to abide by all university policies concerning weapons, alcohol, controlled substances, illegal drugs, and fire safety as specified by sections SCC.e.6-8 of the Student Conduct Code.

a. Alcohol & Illegal Drugs

i. Alcohol is not permitted in a residence hall room when all of the residents living in the room are under the age of 21. A guest over the age of 21 may not possess or consume alcohol except in the residence hall room or apartment of their host who is over the age of 21.

ii. Residents 21 years of age or older are not permitted to have open containers of alcohol in a common area (including, but not limited to, hallways, lounges, kitchens, bathrooms, elevators).

iii. Decorative container collections e.g. bottles, cans, bottle caps are not permitted.

iv. Empty containers previously containing alcohol are prohibited in student rooms where no student is over the legal drinking age in the State of Florida. This includes, but is not limited to, empty alcohol cans or bottles.

v. Devices that promote irresponsible drinking (including, but not limited to, kegs, beer balls, funnels, bongs, beer pong table, etc.) are not permitted in the residence halls.

b. Dangerous Items

i. Culinary knives used in kitchen areas for their intended purpose and pocket knives with blades less than four inches in length are permitted in the residence halls. Other knives, including but not limited to: swords, hunting knives, daggers, dirks, stiletto knives, machetes, axes, hatchets, and switchblades are not permitted in the residence halls.

ii. Fireworks, sparklers, and any item designed with the primary intention of exploding, including but not limited to: firecrackers, skyrockets, rockets, roman candles, and cherry bombs are not permitted in the
4. Residential Fire Safety
   i. The possession or use of open flame, heat or element devices such as barbeque grills, halogen torch lamps, candles, and incense are not permitted within the residence halls or adjacent building courtyards.
   ii. Objects that obstruct exits and hallways are potential fire hazards including but not limited to: bookshelves, additional chairs and tables, and shopping carts are prohibited from being stored in the residence halls.
   iii. Motorized vehicles including but not limited to: motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, and carts may not be operated, charged, or stored inside any residence hall.
   iv. Residents must not leave their food items unattended while cooking with appliances at any time.
   v. Seasonal decorative items including, but not limited to, live trees, hay, and dried leaves are not permitted in the residence halls.
   vi. Items may not be hung from sprinkler pipes or heads.
   vii. Flammable liquids, solvents, and any dangerous chemicals (including, but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) are prohibited from storage or use in any residential space. Personal-use lighters are permitted to be stored.
   viii. Power strips and surge protectors must be plugged directly into a wall socket. Students shall refrain from plugging power strips and surge protectors into other power strips or surge protectors.
   ix. Any other device, element, or object that presents a fire hazard or other safety hazard is not permitted in the residence halls.

d. Building and Facility Safety
   i. Propping open exterior doors or gates is prohibited.
   ii. Students are never permitted to be out on ledges, roofs, or outside of windows.
   iii. Students may not remove, alter, or tamper with door closures, peepholes, locks or any item that obstructs entry or exit to any door within the residence hall room.
   iv. Screens must remain in windows at all times. Some window screens are affixed with a red plastic cord; students are prohibited from breaking this cord.
   v. Additional locks or any object that impedes ingress or egress may not be added to the room, closet, or suite bathroom doors.
   vi. Throwing or dropping objects from windows, balconies and roofs are prohibited.
   vii. Tampering with or removing door peepholes is prohibited.
   viii. Tampering with, removing, modifying, or rendering inoperable any residence hall safety device is prohibited.
   ix. If a student’s room window requires a tool or key to open it, students shall not tamper with the locking mechanism to open the window.
   x. Windows may not be used as entrances or exits to and/or from student rooms or apartments.
   xi. Students are prohibited from displaying any item in windows of on-campus residential facilities or placing any items in a window that obstructs access to the window.

e. Smoking is not permitted anywhere inside or adjacent to the residence halls. This includes the use of any tobacco, electronic, or vapor smoking devices.

4. Respect for Facilities & Property
   Students are required to abide by policies that ensure the successful operation of its residential buildings and surrounding areas. Additional policies are defined in sections SCC.e.11-12 of the Student Conduct Code.

  a. Cooking in Student Rooms
     i. Cooking appliances requiring more than 700 watts may not be used in student rooms.
     ii. Any open element appliances such as toaster ovens, George Foreman grills, toasters, and electric frying pans may only be used in designated kitchen areas.
     iii. The storage or use of household appliances including, but not limited to: dishwashers, additional refrigerators, freezers, and personal washing machines is prohibited within the residence halls
iv. All cooking areas should be cleaned immediately after use.

b. Sports and general roughhousing are not permitted within the residence halls
c. Students are expected to respect university property. Students shall be financially liable for damages (including mounted televisions, wall shelving), alterations (unauthorized painting of rooms), or removals that they cause (including damage caused by their guests), to residence hall rooms or buildings.
d. Prohibited Items
   i. Weights and weight benches are prohibited, except each resident may possess one set of dumbbells, with no individual dumbbell weighing greater than 20 pounds.
   ii. Wired and wireless routers are not permitted anywhere within the residence halls.
   iii. Cinder blocks are not permitted in the residence halls.
   iv. The use of wheeled conveyances including, but not limited to: rollerblades, skateboards, or bicycles is not permitted in the residence halls.
   v. University Housing reserves the right to confiscate any traffic control devices until proper ownership of said item(s) can be determined. If it is determined that the item does not belong to the student, the University may charge the student in accordance to the Student Conduct Code.

Student Organization Guest Policy

Public areas of the halls are for the use of residents and their guests. Persons who are not residents or registered guests may be asked to leave. Sleeping is not allowed in public areas of residence halls.

Student groups from the hall have priority for lounge space reservations. Public spaces, such as a lounge or basement, may be reserved by a resident, a group of residents, and/or by officially recognized University organizations provided that:

1. A request has been made in writing to the Head Staff of the building at least 10 days in advance of the function. This request will be forwarded to the Hall Council for approval.
2. The requesting student or group spokesperson assumes responsibility for cleaning up, as well as for any damages incurred during the meeting.
3. University and residence hall rules and regulations are observed at all times.
4. No group other than Hall Council or Head Staff may charge admission to a function held in a residence hall.
5. The entity making the reservation is responsible for monitoring its guests’ entry into and exit from the residence hall.
6. Private meetings are not permitted. All events occurring within the residence halls must permit resident students to attend the event.
7. University Housing reserves the right to refuse the use of residence hall space.

To request the use of a residence hall space, please submit a reservation request through the University Housing website. Requests can be submitted by visiting: https://housing.fsu.edu/about-us#RSO
Computer Usage

Advances in technology have resulted in warnings being issued regarding online behavior and downloading of audio and video files. Please consult the User Services Help Desk at http://helpdesk.fsu.edu or 850-644-HELP (4357) or the Guide to Computing Resources at http://fla.st/1G736EU for specific policies and for instructions on how to set up your computer on campus and utilize it properly.

The Student Conduct Code prohibits the following behaviors related to computer usage:

1. Unauthorized access or entry into a computer, computer system, network, database account, software, or data.
2. Unauthorized alteration of computer equipment, software, network, or data.
3. Unauthorized downloading, copying, or distribution of computer software or data.
4. Any other act that violates Florida law or the Florida State University Policies And Responsibilities For Use Of Campus Computer And Network Resources.

Other important notes regarding the use of the campus network:

- Florida State University is a public entity under the laws of Florida. As such, you do not have a reasonable expectation of privacy for anything you do using a computer owned by Florida State or connected to the Florida State network. By accepting a computer account at Florida State, you are agreeing to the policies concerning privacy and proper computer use.
- Commercial advertising on unofficial websites using a University computing account is a violation of University policy. Individuals are prohibited from using their computing accounts in association with any commercial purpose or enterprise.
- Users who violate policies may be denied access to University resources and may be subject to other penalties and disciplinary action, both within and outside the University. Violations may be handled through the University conduct procedures applicable to the relevant user. Additionally, the University may temporarily suspend or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other resources, or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.
- FSU permits gaming devices on the Residence Hall network. You need to register your gaming device. If your gaming device has a browser, you can register via the online form that your browser will default to. Once you have registered your device via the form below you must reboot your system. For more help with gaming visit: http://helpdesk.fsu.edu/Network-Help/Gaming-at-FSU
Policy Violation Procedures

Policies have been developed to protect the rights and encourage the responsibility of resident students and to maintain orderly conduct for the educational process of this institution. Such policies are incorporated in our Community Expectations, the University Housing Contract, the Florida State University’s Student Conduct Code, and other agreements. A respect for the rights and privileges of others is the basic assumption of our educational mission.

Adjudication Procedures
Staff, students and University Police record incidents of possible policy violations. Reports are referred to a conduct officer. Housing Staff will contact and schedule an appointment with students who have been documented for allegedly violating a policy. At the scheduled meeting, the conduct officer will inform the student of their rights under the Student Conduct Code and a hearing body will be selected. If the case is heard administratively, the conduct officer will determine whether or not the student is responsible for a policy violation. The case may be referred to the Residential Conduct Board. If the case is referred to the Conduct Board, an appointment is scheduled for the student, at a time selected based on the student’s class schedule. Students found responsible for policy violations may be issued educational sanctions to follow or complete. If a student fails to respond to the charges or does not complete the sanctions, a conduct hold may be placed on his or her student record. This hold will prevent a student from registering for classes and from obtaining transcripts.

Appeals
Appeal procedures protect the interests and rights of resident students found responsible for violations of university or housing policy. Appeal requests may be granted for the following reasons:
1) Due process errors involving violations of a responding student(s)’s fundamental due process rights or a reporting individual(s)’s rights that substantially affected the outcome of the initial hearing.
2) Demonstrated prejudice against any party by the person presiding over the hearing. Such prejudice must be evidence by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.
3) Newly discovered, relevant information that was not reasonably available at the time of the original hearing and that would have substantially affected the outcome of the original hearing.
4) An outcome imposed is extraordinarily disproportionate for the violation(s) committed and the cumulative conduct history of the responding student.
5) The preponderance of the evidence presented at the hearing does not support a finding with regard to responsibility.

Appeals must be submitted to the Residential Student Experience Office within five class days after notice of the initial decision has been sent to the student. Appeal forms are available at the Residential Student Experience office, located in the Askew Student Life Center. On appeal, the burden of proof rests with the student to show clearly that an error has occurred during the initial hearing process. The appellate review officer may affirm, modify, or reverse the first-level decision, or order that a new hearing be conducted. Appellate decisions will be communicated within fifteen days of an appellate review, unless notification is given that additional time is necessary for consideration of the record on appeal.

When is Parental Notification Necessary?
Parents of Florida State University students will be notified of a student’s involvement with alcohol and other drug violations if a student has been transported to the hospital or required staff assistance due to his/her consumption of alcohol and/or other drugs, or when a student’s alcohol or other drug behavior demonstrates evidence of a high risk nature.

What is the “Parental Notification Letter?”
In situations where students have been found responsible for a violation of the Florida State University alcohol or other drug policy, students will be required to complete an action statement in part explaining the nature of the situation and circumstances that led to the violation. If the student is found responsible for a subsequent violation of the alcohol and other drug policy, a copy of this statement will be sent to the permanent address on record along with official notification from the University.
Housing Contract Information

The University Housing Office is located in the Askew Student Life Center. Staff is available to assist you with room assignments, billing, and other housing matters from 8 a.m. – 5 p.m., Monday through Friday. The telephone number is 850-644-2860. The full Terms and Conditions of the Housing Contract are available on our website: http://housing.fsu.edu

Length of Contract
Submitting a housing contract and required advanced payment commits the student to living in a university residence hall through the end of that contract term (i.e. Fall/Spring, Summer). The Housing Appeals Committee may release a student from the housing contract if there is a significant, documented, unforeseen financial or medical hardship that is outside of the student’s and his/her family’s control that has occurred since the contract date. Information regarding Housing Appeals procedures is available from the University Housing Office. Inquiries can be directed to housinginfo@fsu.edu.

Break Closings
The University Calendar as published in the University Bulletin specifies the date and hour the residence halls will close at the end of each term and at Spring Break. Failure to vacate at the specified time may result in disciplinary action. You do not need to remove all of your belongings from the room during Spring or Winter breaks. To avoid disturbing fellow residents during finals week, the staff encourages you to leave the hall within 24 hours of your last exam.

Payment
The academic year contract obligates students to financial responsibility for the entire contract term. It is the student’s responsibility to ensure satisfactory payment of housing fees. Housing fees may be paid: 1) in person in the Housing Office or Student Business Services from 8:30 a.m. – 4:30 p.m., Monday through Friday; 2) by mail to the University Housing Office, or 3) online at http://fees.fsu.edu.

Room Occupancy
Only those students assigned to a room may occupy the room. Residents may not sublet their rooms to another person.

Administrative Relocation/Termination
University Housing reserves the right to cancel, change or terminate room assignments in the interest of order, health, discipline, disaster or maximum utilization of facilities, after due notice to the assigned students. Disregard for the rights, responsibilities and duties of others, as well as the creation of circumstances which could jeopardize life, limb or property, are conditions that are not acceptable in University Housing and may be cause for termination of the housing contract. For additional information regarding the Terms and Conditions of the Contract, please refer to the University Housing website at http://housing.fsu.edu or contact the University Housing office at 850-644-2860.

Room Changes
After the beginning of each new term, residents can submit a request to change their room assignments on a space-available basis. Until a request is approved, students remain in their current assignment.

- After move-in, moves within the hall to which the student is currently assigned must be requested from the Head Staff.
- Moves to other residence halls, and all moves after the halls open, are requested through the University Housing Office.
- Students who make unauthorized room changes may be subject to disciplinary action and/or required to move back to their original assigned room. All approved changes will be communicated in writing by University Housing.

Entering Rooms
Authorized university personnel may enter student rooms for regular health and safety inspections and for maintenance purposes. Staff may also enter rooms when a reasonable belief exists that the room is being used for a welfare check, illegal purpose, or for a purpose that would interfere with discipline and/or personal safety.
The Florida State University is a diverse community with a longstanding tradition of respect for the dignity and worth of each person. While we recognize the importance of differing opinions and informed debate for a dynamic learning environment, we also expect each member of our community to embrace the values of civility and ethical conduct and share in the responsibility to promote these values.

Uphold the Garnet and Gold by demonstrating respect for yourself and others, taking responsibility for yourself and those around you, and reflecting the values of Florida State.

Effective January 1, 2014, The Florida State University campus is tobacco-free. Medical Studies have shown that tobacco smoke in any form exposes both users and bystanders to serious health risks, and that smokeless tobacco products can have adverse health effects as well. Restricting tobacco use throughout campus will reduce these risks, help establish a culture of wellness, and serve as a positive model for youth in the surrounding Leon County community.
Statement on Values and Moral Standards

As the Florida public university most deeply rooted in the liberal arts tradition, Florida State University not only focuses on intellectual development but, as a community of moral discourse, it also recognizes the need for the development of the whole person. The University maintains a comprehensive educational program ranging from classroom instruction to research and creative activities at the frontiers of human knowledge. These modes of searching for the truth are mutually enhancing and provide the context for the liberating experiences students gain from contact with ideas and individuals.

Florida State University shares a commitment to the dignity and worth of each person and is guided in its many endeavors by that underlying value. Through academic activity, community involvement, social interaction, cultural experience, recreational and physical activity, and religious involvement, students find many avenues in the University community for the development of the whole person. A responsible student recognizes that freedom means the acknowledgment of responsibility to the following: justice and public order; fellow students’ rights and interests; the University, its rules, regulations and accepted traditions; parents and teachers, and to all others whose support makes one’s advanced education possible. Responsible student behavior requires observance of the Student Conduct Code, which is based on respect for the dignity and worth of each person and the requirements for successful community life.

Relations among all persons should be characterized by mutual respect and equality. Sexism, sexual harassment, and sexual coercion of any sort are wrong and constitute a violation of fundamental moral requirements and state law. Minimally responsible behavior requires that no one take sexual advantage of another. The University enforces all laws relevant to alcohol and controlled substances and strongly discourages the use of illegal substances at any time. The University disseminates and encourages the dissemination of information concerning the responsible use of alcohol.

The cultural, ethnic and racial diversity of the University community provides an opportunity for learning about those different from oneself. The University expects each individual to make a special effort to ensure that everyone is treated with dignity and respect and accorded the full opportunities of the University. Racism, whether in assumptions, attitudes, acts or polices, is incompatible with the concept of responsible freedom as espoused by Florida State University.

The University is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can help students overcome difficulties. The University provides ongoing student support through the health center, counseling services, and academic advising. The university experience is a time for adventure, fun, excitement, the making of new friends and the discovery of new possibilities. There are numerous individual and organized opportunities for students to develop and to learn in the course of their university years to exercise newly acquired freedom deliberately and responsibly.
**Equal Opportunity Statement**
The Florida State University believes in equal opportunity practices that conform to both the spirit and the letter of all laws against discrimination. The University actively strives to build a community in which opportunity is equalized. Facilities and human resources will be used to develop the skills and opportunities of the members of all groups so that they may play responsible and productive roles in society.

**Sexual Harassment Policy Statement**
The Florida State University regards sexual harassment as a violation of an individual’s human rights and as a form of discrimination based upon sex. The University deems sexual harassment to include conduct under Titles VII or IX of the Civil Rights Act of 1964 or under applicable implementing regulations such as the EEOC guidelines and Florida law. It is therefore the policy of The Florida State University that its employees and students neither commit nor condone sexual harassment in any form. This prohibition applies equally to male and female staff, faculty and students, to all other persons on property subject to university control, and to those engaged to further the interests of the University. Employees and students who engage in sexual harassment will be subject to applicable conduct processes. Acts of sexual harassment that also constitute sexual battery or other violation of criminal law will be referred to the appropriate authorities for prosecution. The university administration strongly encourages all Florida State University community members to report incidents of sexual harassment. A student victim of sexual harassment should report the incident to the University Coordinator of Sexual Harassment Resolutions, 416 Westcott, 850-644-6031. Students may seek assistance from the Dean of Students, 850-644-2428. All students are encouraged to read the full text of the University Policy on Sexual Harassment in the *Student Handbook*, via [http://policies.fsu.edu/Policies/Policy-Offices/Office-of-the-President](http://policies.fsu.edu/Policies/Policy-Offices/Office-of-the-President).

**University Policy on HIV/AIDS**
It is the policy of the State University System to balance the rights of HIV/AIDS victims to an education and employment against the rights of students and university employees to an environment in which they are protected from contracting disease. Students, employees and applicants for admission or employment at FSU who have or who may become infected with the HIV virus will not be excluded from enrollment or employment or restricted in their normal responsibilities and access to University services or facilities due to their HIV/AIDS status, unless individual medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community. The University Counseling Center and University Health Services have HIV/AIDS counselors who can provide confidential counseling and referrals. Records gathered by the university about a student’s condition are confidential, as provided by federal and state regulations. For additional information, please refer to the *Student Handbook*, via [http://dos.fsu.edu/resources/student-handbook](http://dos.fsu.edu/resources/student-handbook).

For more information on University Housing, please visit our website at [http://housing.fsu.edu](http://housing.fsu.edu) or call 850-644-2860.
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